



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर  
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW  
NOIDA CAMPUS  
Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P  
Tel: 0120-6678515 | Fax: 0120-6678506  
Website: [www.iiml.ac.in](http://www.iiml.ac.in) | E-mail: [purchase\\_iimlnc@iiml.ac.in](mailto:purchase_iimlnc@iiml.ac.in)

NIT No.: IIML-NC/PUR/Student Advisory/2022/014      Date of Tender: 9<sup>th</sup> September, 2022

**E-TENDER NOTICE FOR HIRING THE AGENCY FOR STUDENT ADVISORY SERVICES FOR PGPWE STUDENTS AT IIM LUCKNOW NOIDA CAMPUS**

Indian Institute of Management Lucknow (IIML), Noida Campus invites quotations from the reputed experienced vendor for “Hiring the Agency for Student Advisory Services for PGPWE students at IIML, Noida Campus. The Quotations are invited on behalf of the Indian Institute of Management Lucknow, Noida Campus from the specialized firms dealing in the field.

**IMPORTANT DATES**

<b>Tender Announcement start date</b>	<b>9<sup>th</sup> September 2022</b>
<b>Last date and time for submission of tender</b>	<b>29<sup>th</sup> September 2022 by 2:00 PM</b>
<b>Date and time for Opening of Tender BID</b>	<b>30<sup>th</sup> September 2022 by 2:00 PM</b>
<b>EMD</b>	<b>Rs. 4,000/- (Rupees Four Thousand only) submitted through NEFT</b>
<b>Note</b> The Institute reserve the right to change/revise the date of opening the tender. In such a case, the information will be displayed on the institute’s website.	

NIT No. – **IIML-NC/PUR/Student Advisory/2022/014 date 9<sup>th</sup> September 2022.** E-tenders are invited for “Hiring the Agency for Student Advisory Services” for PGPWE students at the Indian Institute of Management Noida Campus. A free view of NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. Interested vendors/agencies are requested to sign in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender document comprises of rate bid that may be downloaded on acceptance of terms and conditions. Duly signed the terms and conditions of tender document - technical bid (Annexure-1) evaluation as per (Annexure 2) and a Financial Bid (Annexure-3) may be uploaded on E-Portal of Govt. site i.e. <http://eprocure.gov.in>. **Complete tender document** using Digital Signature before the last date and time of submission as mentioned above. The credentials as listed below shall be uploaded online.

## **GUIDELINES FOR BIDDERS**

1. Indian Institute of Management, Lucknow, an autonomous body under the aegis of the Ministry of Education, Government of India having its office at Noida Campus, B-1, Sector-62 Institutional Area, Noida -201 307 Uttar Pradesh (India) invites offers in prescribed BOQ from reputed vendors/agencies with the specified specifications in prescribed Performa.
2. Institute invites the quotations for obtaining services of the PGPWE program for “Hiring the Agency for Student Advisory Services” for PGPWE students based at the Indian Institute of Management Noida Campus.
3. Bidder who has downloaded the tender from the Govt. site shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, the tender will be completely rejected and EMD would be forfeited.
4. Bidders are advised to visit the website: <https://eprocure.gov.in> after **9<sup>th</sup> September 2022** regularly till the closing date of submission of tender for any Corrigendum/Addendum/Amendment.
5. The details of terms and conditions are being given in the Tender document (**tender document - technical bid (Annexure-1) evaluation criteria as (Annexure 2) and financial bid as (Annexure-3)**).
6. The bidder should also enclose a write-up (Brief profile) about services provided in the last three years.
7. On behalf of the Director of the Indian Institute of Management, Lucknow, you are hereby invited to quote your rates for 05 years (1+1+1+1+1) on the enclosed ‘Bill of Quantity’ for the above subject works as per details given below.
8. The Tenderer shall be required to deposit the earnest money (EMD) for an amount of Rs. 4,000/- (Rupees Four Thousand only).

**EMD shall be deposited in the below-mentioned bank account details.**

**Payee Name: INDIAN INSTITUTE OF MANAGEMENT LUCKNOW-NOIDA CAMPUS**

**Banker Name: AXIS BANK LTD.**

**Account Number: 022010100356060**

**IFSC Code: UTIB0000022**

**Copy of the EMD receipt should be uploaded to the website [www.eprocure.gov.in](http://www.eprocure.gov.in).**

**A registered firm under the NSIC/MSME scheme is exempted from submission of Earnest money Deposit (EMD) on submission of valid attested documentary proof.**

9. The successful bidder shall pay 10% of the contract value as a Security Deposit in the form of demand draft/FDR/ BG of a nationalized bank in favor of “**Indian Institute of Management, Lucknow Noida Campus**” only.

10. Last date and time for submission of the tender are 29<sup>th</sup> September 2022 by 2:00 PM.

**To,  
Head Administration  
Indian Institute of Management Lucknow Noida Campus  
B-1, Sector- 62, Noida– 201307 (U.P.)**



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NIT No.: IIML-NC/PUR/Student Advisory/2022/014      Date of Tender: 9th September, 2022

Indian Institute of Management Lucknow – Noida Campus invites quotations from competent vendors to undertake for “Hiring the Agency for Student Advisory Services” for PGPWE students to:

- (i) Post Graduate Programme in Management for Working Executives (PGPWE)

The time duration of the Student Advisory Services would be required till January 2023 (tentative) for the PGPWE program; the exact dates will be intimated after the award of the tender.

### 1. Specific objectives of the services:

1. To make the students better prepared for their careers ahead by providing them mentoring services with the help of industry mentors.
2. To equip students to make informed career choices.
3. To help students showcase their knowledge, skills, competence and experiences impactfully in their resumes to recruiters.
4. To maximize students' performance in their career development, connect students with the relevant industry mentors for all of the above objectives to help them understand industry expectations.

#### 1.2.1 Scope of Work (Approx.55 nos. students)

**A- Group Sessions: Two sessions of 60 minutes for each module for the entire batch collectively (Mode – Offline)**

##### I. Module 1: Career Planning

- Importance of writing Career Goals
- Process of Career Planning
- Action Planning to achieve Career Goals

##### II. Module 2: Enhancing Your Resume and Social Media presence

- Building an Impressive resume - Structure / Format / Best Practices
- Do's & Don'ts of Social Media for a professional
- Enhancing your Social Media presence - LinkedIn

##### III. Module 3: Preparing for an Interview

- Before the interview - Research on Industry / Co.
- Understanding a JD and requirements of a role

- Do's & Don'ts during the conversation - Verbal / Vocal / Visual aspects of Communication

### **B- One to One Career Coaching / Counselling: (Mode: Online)**

An experienced Coach conducts a coaching session with each student and help him or her make an action plan to meet career goals:

- 30 - 45 mins one to one conversation
- Individual development focused sessions
- Career Aspiration / Goal identification
- Action plan for skill development as per career path chosen
- Students to work on their development plans

#### **1.2.3 Period of delivery**

The time duration of the said services would be required up to January 2023 (Tentative) OR as communicated by institute, the exact dates will be intimated after the award of the tender.

#### **1.2.4 Payment term**

By NEFT against the bill, after submitting the necessary supporting documents of delivery and approval.

**1.2.5** The period of the contract will commence with effect from the date mentioned in the work order/contract agreement and shall remain valid initially for a period of one year (twelve months). Further, the contract period is subject to renewal up to five (1+4) years on yearly basis by the Institute on satisfactory performance on mutually agreed terms and conditions.

#### **Online Submission:**

A free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. Interested vendors/agencies are requested to sign in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender document comprises of rate bid may be downloaded on acceptance of terms and conditions. Duly signed the terms and conditions of the tender document – Annexure-1,2,3, may be uploaded on E-Portal of Govt. site i.e. <http://eprocure.gov.in>. Complete tender document using Digital Signature before the last date and time of submission.

Indian Institute of Management, Noida Campus reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.

Competent vendors are advised to submit a technical bid (Annexure-1; evaluation as per Annexure 2) and a financial bid (Annexure-3) for the above-mentioned Services through online mode. Quotations received after the specified date and time will automatically stand canceled.

IIML, Noida Campus reserves the right to accept/reject any or all tenders without assigning any reason thereof. IIML, Noida Campus is not bound to accept the lowest or any tender or assign any reason for non-acceptance. IIML, Noida Campus also reserves the right to accept the tender in whole or part. Incomplete tender or tender not submitted in accordance with the directions issued shall be liable for rejection.

In case of any clarifications, please write to [pgpwe@iiml.ac.in](mailto:pgpwe@iiml.ac.in) / [purchase\\_iimlnc@iiml.ac.in](mailto:purchase_iimlnc@iiml.ac.in)

Name and signature of the tenderer  
With company seal

**Annexure - 1**

**Indian Institute of Management Lucknow – Noida Campus**

**Technical Bid**

**Format for Technical Bid (on letter head)**

S. No.	Descriptions	Information to be filled by the tenderer (if required separate sheets may be enclosed)	
1.	Name and address of firm/agency with complete contact details		
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)		
3.	Name and Address of the directors proprietor/partners with mob no.		
4.	Year of formation of the company		
5.	Details of registration	R. No.	Copy enclosed: Y / N
6.	Total number of employees of the Firm		List enclosed: Y / N
7.	Income tax return for the last three financial years (attach copies)	Copy enclosed: Y / N	
8.	Total turnover of the agency during last three financial years (attach copies)	Copy enclosed: Y / N	
9.	Total Experience in providing Career Counselling Services <i>for IIMs/IITs etc.</i> ( <i>mention all</i> )		Copy enclosed : Y / N
			Copy enclosed : Y / N
10.	(a) GST number/Certificate	No.	Copy enclosed : Y / N
	(b) PAN number	No.	Copy enclosed : Y / N
11.	Any other certification	Copy enclosed : Y / N	
12.	Details of Earnest Money	DD No.	Date:
13.	Any other information		
14.	MSME/NSIC certificate, if any		

List of Major Clients, including Govt. Organizations/Academic Institutions.

S. No.	Name of Client with contact Details	Category/Nature of Service offered	Period for which supplied	Feedback of client
1)				
2)				
3)				
4)				
5)				

Copies of relevant documents are to be enclosed in support of above information.

Turnover during the last three years

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed / Not Enclosed
1.	<b>2021-22</b>		Y / N
2.	<b>2020-21</b>		Y / N
3.	<b>2019-20</b>		Y / N

Please enclose documentary evidence for above facts, duly verified by the Chartered Accountant (CA). Copies of relevant documents are to be enclosed in support of above information.

- Note:** 1) Please enclose all supporting documents.  
2) If documents are not included in the application, the bid will be automatically rejected.

Name and signature of the tenderer  
With company seal

**Indian Institute of Management Lucknow Noida Campus**

**CAREER COUNSELING EVALUATION SCHEME**

1) The technical evaluation will be for 70 marks and will be based on the following scheme.

<b>Description</b>	<b>Marking Scheme</b>	<b>Max. Marks</b>	<b>Min. Marks required for Qualification</b>
The firm should have a minimum of three (3) years of experience in the field of providing such services	3 marks for 3 years of experience, and 1 mark for each additional year subject to a maximum of 5 marks.	5	3
The firm should have at least 02 (two) contracts in highly reputed Educational Institute with annual value not less than Rupees 3 lakh each per annum.	3 marks for 2 (two) contracts of Rs. 3 lakhs each per annum 1 mark for each additional contract to a maximum of 1 marks.	5	3
Minimum turnover of Rs. 15 lakh annually for the last 2 years	3 marks for minimum turnover (Rs. 15 lakh each year for the last 2 years) and 1 mark for each additional 7 lakh, subject to a maximum of 5 marks.	5	3
Feedback from Clients (from 2 clients including the present)*	Very Good – 2 Marks, Good – 1.5 marks Satisfactory – 1 Marks, Fair – 0 Marks subject to a maximum of 5 marks	5	2
Presentation to the technical committee and evaluation of the response by the technical committee and/ or site-visit to the current clients of the bidder.	Evaluation by Technical Committee.	50	24
<b>Total</b>		<b>70</b>	<b>35</b>

\* The firm should provide the contact information (i.e., names of two contact persons, phone number, e-mail address, URL of the company) of three clients that IIM-Lucknow may contact in order to obtain the required information.

- 2) A bidder has to score at least the minimum marks under each category mentioned above and also an overall minimum score of 35 in the technical evaluation in order to be technically qualified.
- 3) Financial bids of only the technically qualified bidders will be opened.
- 4) The financial evaluation will be for 30 marks and will be only for the technically qualified bidders. The lowest-priced qualified bidder will get the maximum financial score (30) while the others will have a pro-rated score lower than 30. More specifically, the financial score of a technically qualified bidder is calculated as  $\text{Financial score} = 30 * (\text{lowest price bid}) / (\text{price bid of the bidder})$
- 5) The bidder with the highest total score (technical + Financial) will be declared as the



successful bidder. In case of tie, the bidder having higher financial score will be declared successful.

Name and signature of the tenderer  
With company seal

**Indian Institute of Management Lucknow – Noida Campus**

**Financial Bid**

The monetary amount chargeable by the career counseling agency will be based on the following:

Activity	Particular	Cost Per Participant (Rs.)	Total Cost (Rs.) (For 55 Participants)
<b>A</b>	<b>Group Sessions: Two sessions of 60 minutes for each module for the entire batch collectively (Mode – Offline)</b>		
	<b>Module 1: Career Planning</b> - Importance of writing Career Goals - Process of Career Planning - Action Planning to achieve Career Goals		
	<b>Module 2: Enhancing Your Resume and Social Media presence</b> - Building an Impressive resume - Structure / Format / Best Practices - Do's & Don'ts of Social Media for a professional - Enhancing your Social Media presence - LinkedIn		
	<b>Module 3: Preparing for an Interview</b> - Before the interview - Research on Industry / Co. - Understanding a JD and requirements of a role - Do's & Don'ts during the conversation - Verbal / Vocal / Visual aspects of Communication		
<b>B</b>	<b>One to One Career Coaching / Counselling: (Mode: Online)</b> An experienced Coach conducts a coaching session with each student and help them make an action plan to meet career goals: <ul style="list-style-type: none"> <li>• 30 - 45 mins one to one conversation</li> <li>• Individual development focused sessions</li> <li>• Career Aspiration / Goal identification</li> <li>• Action plan for skill development as per career path chosen</li> <li>• Students to work on their development plans</li> </ul>		
	<b>Total Cost</b>		

Sr No. 1	Sr No. 2	Sr No. 3	Sr No. 4	Sr No. 5.
<b>First Year Amount (in Rupees)</b>	<b>Second Year Amount (in Rupees)</b>	<b>Third Year Amount (in Rupees)</b>	<b>Fourth Year Amount (in Rupees)</b>	<b>Fifth Year Amount (in Rupees)</b>

**Note:**

- 1- Activity "A" will be held on either Saturday or Sunday evening, depending upon the institute schedule of classes during October – December, 2022.
- 2- The period of the contract will commence with effect from the date mentioned in the work order/contract agreement and shall remain valid initially for a period of one year (twelve months). Further, the contract period is subject to renewal up to five (1+4) years on yearly basis by the Institute on satisfactory performance on mutually agreed terms and conditions.

Name and signature of the tenderer  
With company seal